



GOVERNANCE COMMITTEE REPRESENTATIVE

Thank you for agreeing to represent your classified professional colleagues by serving on a Mt. SAC Governance Committee. Your participating benefits both the college and all classified employees and is greatly appreciated by all.

As the appointed representative for CSEA Chapter 262 on a governance committee, you serve dual roles as a Chapter representative and a classified representative. Your primary role is that of representing the Chapter's interests in the shared governance process as required by accreditation standards. To help prepare you for this dual role, Chapter 262 has prepared this document.

Your Role As A Committee Member

As a governance committee member, you are representing CSEA Chapter 262 first and the college community second. As such, you should conduct yourself professionally and collegially, remembering that you chose to serve on the committee. As a committee member, you should:

1. Attend and actively participate in all committee meetings.
2. Contribute to the committee's purpose and function.
3. Review agendas and minutes for accuracy and ensure they are posted to the committee web page at <http://www.mtsac.edu/governance/committees>.
4. Perform any duties or work assigned to you by the committee chair in keeping with the committee's purpose and function.
5. Not be shy about expressing opinions, asking questions, or bringing forth concerns about the issues discussed in the committee.
6. Share your expertise and experience with other members of the committee about the issues before the committee.
7. Respect the opinions of others, even if you disagree.
8. Not let others intimidate you into silence – you are not alone.
9. Volunteer if you believe you can make a contribution.
10. Seek guidance from the Chapter President when you are unsure of what to do.

Most of Mt. SAC's governance committee work is routine and does not require too much of your time outside of the committee meetings. If you do find you need time outside of meetings to do committee work, see the "Your Rights" section below.

Your Role As A CSEA 262 Representative

As the CSEA 262 representative on a governance committee, your primary responsibility is to be the voice of CSEA in that committee. You are not "just" a Mt. SAC employee when you are a committee representative – you are also the voice of you classified colleagues all across campus. You have the authority of your union behind you when you contribute to the committee's work.

As a CSEA representative on a governance committee, know that there are no ranks, no "superiors," and no "bosses" when you sit at the table. The committee chair runs the meetings, and you are there to advise and participate as an equal among other committee members. You should always feel free to express your ideas, opinions, concerns, or to ask questions at any time during a meeting.

As the CSEA 262 representative, you should:

1. Know the CSEA 262 collective bargaining agreement well enough to know when matters before the committee might be negotiable and to inform the committee or chair that the issue might be negotiable.
2. If the committee is working on creating or revising Board Policy or Administrative Procedures, send a draft as soon as it is available to the Chapter President or 2nd Vice President.
3. Seek guidance from the Chapter leadership as to how to proceed with any issue before the committee related to classified employee working conditions, Board Policies or Administrative Procedures.
4. Explain to the committee and the chair that no decisions should be made before you have a chance to consult with the Chapter President when issues before the committee affect the working conditions of classified employees.
5. Express your opinions or concerns and ask reasonable questions.
6. Send a monthly summary report to the Chapter 2nd Vice President for the "Governance Report" sent to all Chapter members at Chapter meetings.
7. Not be shy about expressing opinions, asking questions, or bringing forth concerns about the issues discussed in the committee.
8. Share your expertise and experience with other members of the committee about the issues before the committee.
9. Respect the opinions of others, even if you disagree.
10. Not let others intimidate you into silence – you are not alone. If you believe either the process is unfair, the Chapter's contract has been violated or the rights of classified employees has been violated, you must feel comfort

Seek guidance from the Chapter President when you are unsure what to do. If you feel these issues are unresolved or that your concerns have not been addressed or were ignored, report your concerns to the Chapter President or 2nd Vice President.

Your Rights As A CSEA 262 Representative

As the CSEA 262 appointee to a governance committee, you also have rights to protect you. If you feel your rights have been violated, contact the Chapter President or 2nd Vice President and explain the situation.

Your rights as a CSEA 262 representative to a governance committee include but are not limited to:

1. **The right to participate.** Under the Education Code, CSEA 262 has the right to appoint you to committees, so neither your immediate supervisor nor any college administrator can deny you from participating. If your supervisor has concerns about your participation, the supervisor should contact the Chapter Vice President to discuss the option of selecting another appointee. Your supervisor, however, does not have the authority to replace you or deny your participation.
2. **The right to participate without interference.** You were selected for this hiring committee because of your qualifications and/or expertise. No one should question your judgment or ability to make reasonable decisions. No one should try to influence you or persuade you not to participate.
3. **The Right to Compensation.** Participation on a committee is considered part of your regular assigned work duties for the college. Neither your supervisor nor the district can require you to use break time, lunch time, vacation time, comp time, or require you to participate during non-working hours. If you are asked to participate on your own time, do not argue with your supervisor, just report this to the Chapter President.
4. **The right to voice concerns.** You have the right to report activity to CSEA 262. You may be told you are not to discuss anything that happens in the committee meetings with anyone. This is false. In fact, you are expected and obligated to report to the Chapter membership any committee activities. If you are unsure about what you can or cannot discuss, check with the Chapter President or 2nd Vice President for guidance.

Final Comments

Your participation on a governance committee will be an interesting learning experience. You will learn more about college governance and leadership, and you will have the opportunity to work with other college administrators, faculty, or other classified colleagues whom you may not have had a chance to work with in the past. Your participation is also important to your classified colleagues. As the CSEA Chapter 262 representative on a governance committee, your participation and decisions have the full support of CSEA Chapter 262 and your classified colleagues.

Once again, thank you for volunteering to participate in this important college process.